

Summary of comments on Proposed Fee Schedule Bolton

The renewal fee is more expensive than the application fee itself?

Why is the renewal fee to the Town \$75?

Recommend the Commission adopt standards or a separate policy for when these should be issued to avoid confusion or claims of lack of uniformity

ATTACHMENT 1 (Inland/Wetlands)

Appendix A: Fee Schedules

Schedule 1: New Applications for Regulated Activities

These are the fees the Agency charges for proposed new regulated activities, renewals (with no changes) of permits that are about to expire, and for modifications to existing permits. These fees include the cost of legal notices where applicable.

Notes:

1. The state of Connecticut requires that a \$60.00 fee be charged for all permit applications.
2. The Agency may charge additional fees based on the specifics of the activity (Schedules 2 and 3).

	New Applications	Modifications	Renewals
Pre-Application Advice	\$0.00	\$0.00	\$0.00
Jurisdictional Ruling	\$0.00	\$0.00	N/A
Minimal Impact Permit*	Base Fee: \$60.00 State Application Fee: \$60.00	Base Fee: \$40.00 State Application Fee: \$60.00	\$75.00
Industrial/Mixed Use)	Base Fee: \$160.00 State Application Fee: \$60.00	Base Fee: \$90.00 State Application Fee: \$60.00	\$75.00
Residence (Single Family/Duplex)	Base Fee: \$290.00 State Application Fee: \$60.00	Base Fee: \$140.00 State Application Fee: \$60.00	\$75.00
Residential Subdivision	Base Fee: \$380.00 State Application Fee: \$60.00 Additional \$80.00 fee per lot if exceeding 2 total lots	Base Fee: \$190.00 State Application Fee: \$60.00	\$75.00
Residential Multihabit (Apartments/Condominiums with 3+ units)	Base Fee: \$500.00 State Application Fee: \$60.00	Base Fee: \$250.00 State Application Fee: \$60.00	\$75.00
Commercial/Industrial/Mixed Use	Base Fee: \$500.00 State Application Fee: \$60.00	Base Fee: \$250.00 State Application Fee: \$60.00	\$75.00
Town of Bolton	Base Fee: \$0.00 State Application Fee: \$60.00	Base Fee: \$0.00 State Application Fee: \$60.00	\$75.00
Non-Profit Organization 501(c)(3)	Base Fee: \$0.00 State Application Fee: \$60.00	Base Fee: \$0.00 State Application Fee: \$60.00	\$0.00

*To be eligible to apply for a Minimal Impact Permit, the applicant must first receive express permission from the Inland Wetlands Agent. Issuance of a Minimal Impact Permit is to be determined by the Agent and is subject to site inspection.

Recommend the Commission adopt standards or a separate policy for when these should be issued to avoid confusion or claims of lack of uniformity

Schedule 2: Other Fees for Regulated Activities

The Agency may charge these additional fees for reviewing new applications and permit modifications.

These fees are based on the specifics of the application and are determined by the commission upon review of the application or permit extension.

Significant Impact	Varies by application. Includes public hearing, expert review, and other fees.
Public Hearing (Assumes no more than two (2) public hearings. Additional public hearings shall require an additional fee of \$150.)	\$150.00
Complex Application	Varies by application. Includes expert review and other fees.
Consultant Fees	Technical (engineer or scientific): \$150.00/hour Legal: \$300.00/hour Other: As Determined
Amendment of Inland Wetlands Regulations	\$400.00
Amendment of Wetlands Map	\$250.00

These fees should be based on cost to the Town. Whatever the rate is should be passed to the applicant. The Town shouldn't make or lose money. I don't think it makes sense to set a rate here. This could include a note to "Technical Review fees" indicating that any fees incurred by the Town are to be borne by the applicant

The Agency may charge these fees for enforcement activities related to violations of the *Inland Wetlands and Watercourses Regulations of the Town of Bolton*.

Notice of Violation	\$0.00
Cease and Correct Order	\$250.00
Cease and Desist Order	\$250.00
Compliance Inspection	\$200.00
Consultant Fees	Technical (engineer or scientific): \$150.00/hour Legal: \$300.00/hour Other: As Determined
After-the-fact Application Penalty	\$50.00

I don't believe you can charge for the issuance of an Order or for staff to perform an inspection. If this is for a violation, it needs to be in the Ordinance in the form of a Citation/fine. Further, this creates confusion if after the issuance of an Order (and this fee) the Commission decides to overturn the Agent's decision. The current Ordinance language only provides for the issuance of a fine of \$1,000 per day.

s/a/a

These fees should be based on cost to the Town. Whatever the rate is should be passed to the applicant. The Town shouldn't make or lose money. I don't think it makes sense to set a rate here. This could include a note to "Technical Review fees" indicating that any fees incurred by the Town are to be borne by the applicant

I don't believe you can charge for the issuance of an Order or for staff to perform an inspection. If this is for a violation, it needs to be in the Ordinance in the form of a Citation/fine. Further, this creates confusion if after the issuance of an Order (and this fee) the Commission decides to overturn the Agent's decision. The current Ordinance language only provides for the issuance of a fine of \$1,000 per day.

s/a/a

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Voucher Batch Number: 1115

10/23/2025

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
ADVANCED BENEFIT STRATEGIES					
Check Group:					
PARTICIPATION - SEPT 2025					
	1	0	2510699 10/2/2025	1005.041.4141.000000.52010.00000 Insurance Admin. Fees - Empl. Bene.	\$71.42
				Check #: 0	
				PO/InvoiceTotal:	\$71.42
				Vendor Total:	\$71.42
ALL AMERICAN WASTE, LLC					
Check Group:					
CONTRACT PICK-UP: OCT 2025					
	1	0	804028430 10/1/2025	1005.084.8405.000000.54101.00000 Refuse Removal. - Ref. Serv.	\$34,603.08
				Check #: 0	
				PO/InvoiceTotal:	\$34,603.08
				Vendor Total:	\$34,603.08
BDS					
Check Group:					
CONTRACT OVERAGE CHARGE FOR LIBRARY COPIER 6/30-9/29/25					
	1	260610	374975 9/30/2025	1005.045.4501.000000.53520.00000 Technical Services- Libr.	\$605.46
				Check #: 0	
				PO/InvoiceTotal:	\$605.46
				Vendor Total:	\$605.46
BOLTON LAND TRUST					
Check Group:					
FY 25/26 MEMBERSHIP CONTRIBUTION					
	1	0	FY 25/26 MEMBERSHIP 10/3/2025	1005.045.4599.000000.58100.00000 Dues & Fees - Cons. Comm.	\$25.00
				Check #: 0	
				PO/InvoiceTotal:	\$25.00
				Vendor Total:	\$25.00
BRODART CO.					
Check Group:					
FY 25/26 MEMBERSHIP CONTRIBUTION					
	1	0	FY 25/26 MEMBERSHIP 10/3/2025	1005.045.4599.000000.58100.00000 Dues & Fees - Cons. Comm.	\$25.00
				Check #: 0	
				PO/InvoiceTotal:	\$25.00
				Vendor Total:	\$25.00

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Voucher Batch Number: 1115

10/23/2025

Check Group:

70 BOOKS

16 BOOKS

Check #: 0

PO/InvoiceTotal: \$1,415.26

Vendor Total: \$1,415.26

CACIWC

T1538

Check Group:

11/15/25 CONFERENCE REGISTRATIONS: R PARLEE &
A BICKNELL

11/15/25
CONFERENCE
10/7/2025

1005.045.4599.000000.53200.00000
Prof. Educational Training - Cons. Comm.

\$170.00

Check #: 0

PO/InvoiceTotal: \$170.00

Vendor Total: \$170.00

CASELLA WASTE

T5210

Check Group:

Tipping Fees MSW-IN* - SEPT 2025

1 0 3962597
9/30/2025

1005.084.8405.000000.54421.00000
Tipping Fees - Ref. Serv.

\$21,582.90

Check #: 0

PO/InvoiceTotal: \$21,582.90

Vendor Total: \$21,582.90

CCM.

T1539

Check Group:

SENIOR CTR ENVELOPES

1 0 100248
9/19/2025

1005.044.4427.000000.56120.00000
Office Oper. Supplies - Sen. Serv.

\$62.26

Check #: 0

PO/InvoiceTotal: \$62.26

Vendor Total: \$62.26

Town of Bolton

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Vendor Remit Name
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Voucher Batch Number: 1115

10/23/2025

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
COMCAST.					
Check Group:					
FIRE DEPT INTERNET #3962					
	1	0	#3962 10/12-11/11/25 10/5/2025	1005.043.4399.000000.55300.00000 Communications - Town Building Oper.	\$128.40
				Check #: 0	
				PO/Invoice Total:	\$128.40
				Vendor Total:	\$128.40
Connecticut Library Consortium					
Check Group:					
MEMBERSHIP DUES RENEWAL 2025-2026					
	1	260580	300004612 9/15/2025	1005.045.4501.000000.58100.00000 Dues & Fees - Libr.	\$656.00
				Check #: 0	
				PO/Invoice Total:	\$656.00
				Vendor Total:	\$656.00
Cropleys Garden Center & Landscaping					
Check Group:					
MULCH FOR TOWN HALL					
	1	0	7 - 9/24/25 9/24/2025	1005.043.4399.000000.56100.00000 Supplies - Town Building Oper.	\$120.00
				Check #: 0	
				PO/Invoice Total:	\$120.00
				Vendor Total:	\$120.00
Cummins Sales and Service					
Check Group:					
T1480					
REPLACE TOWN HALL GENERATOR AS PER QUOTE					
	1	260161	S1-250958858 9/30/2025	2824.000.0000.000000.25810.00000 Other Liabilities - ARPA Funds	\$48,959.99
				Check #: 0	
				PO/Invoice Total:	\$48,959.99
				Vendor Total:	\$48,959.99
DEPT OF ENERGY & ENVIRONMENTAL PROTECT					
T1150					

Town of Bolton

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10/23/2025

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:					
LANDUSE QUARTERLY FEES 7/1-9/30/25	1	0	LANDUSE 7/1-9/30/25 10/7/2025	1005.000.0000.000000.20794.000000 Landuse Activity Account	\$754.00
Check #: 0					
PO/Invoice Total:					\$754.00
Vendor Total:					\$754.00
Desiato Sand & Gravel Corp					
Check Group: B40782					
BRANDY ST (BARGER) - TOP SOIL FOR CATCH BASIN & DRAINAGE LINE INSTALL	1	260574	24257 9/19/2025	1005.043.4303.000000.57500.000000 Road Repair - H.W.	\$232.00
BRANDY ST (BARGER) - TOP SOIL FOR CATCH BASIN & DRAINAGE LINE INSTALL	1	260574	24263 9/19/2025	1005.043.4303.000000.57500.000000 Road Repair - H.W.	\$203.00
BRANDY ST (BARGER) - TOP SOIL FOR CATCH BASIN & DRAINAGE LINE INSTALL	1	260574	24267 9/19/2025	1005.043.4303.000000.57500.000000 Road Repair - H.W.	\$203.00
BRANDY ST (BARGER) - TOP SOIL FOR CATCH BASIN & DRAINAGE LINE INSTALL	1	260574	24276 9/19/2025	1005.043.4303.000000.57500.000000 Road Repair - H.W.	\$232.00
BRANDY ST (BARGER) - TOP SOIL FOR CATCH BASIN & DRAINAGE LINE INSTALL	1	260574	24282 9/19/2025	1005.043.4303.000000.57500.000000 Road Repair - H.W.	\$203.00
BRANDY ST (BARGER) - TOP SOIL FOR CATCH BASIN & DRAINAGE LINE INSTALL	1	260574	24286 9/19/2025	1005.043.4303.000000.57500.000000 Road Repair - H.W.	\$232.00
BRANDY ST (BARGER) - TOP SOIL FOR CATCH BASIN & DRAINAGE LINE INSTALL	1	260574	24296 9/19/2025	1005.043.4303.000000.57500.000000 Road Repair - H.W.	\$203.00
BRANDY ST (BARGER) - TOP SOIL FOR CATCH BASIN & DRAINAGE LINE INSTALL	1	260574	24301 9/19/2025	1005.043.4303.000000.57500.000000 Road Repair - H.W.	\$232.00
BRANDY ST (BARGER) - TOP SOIL FOR CATCH BASIN & DRAINAGE LINE INSTALL	1	260574	24316 9/19/2025	1005.043.4303.000000.57500.000000 Road Repair - H.W.	\$203.00

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10/23/2025

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BRANDY ST (BARGER) - TOP SOIL FOR CATCH BASIN & DRAINAGE LINE INSTALL	1	260574	24317	1005.043.4303.000000.57500.00000 Road Repair - H.W.	\$331.47
BRANDY ST (BARGER) - TOP SOIL FOR CATCH BASIN & DRAINAGE LINE INSTALL	1	260574	24328	1005.043.4303.000000.57500.00000 Road Repair - H.W.	\$203.00
BRANDY ST (BARGER) - TOP SOIL FOR CATCH BASIN & DRAINAGE LINE INSTALL	1	260574	24329	1005.043.4303.000000.57500.00000 Road Repair - H.W.	\$232.00
BRANDY ST (BARGER) - TOP SOIL FOR CATCH BASIN & DRAINAGE LINE INSTALL	1	260574	24375	1005.043.4303.000000.57500.00000 Road Repair - H.W.	\$232.00
BRANDY ST (BARGER) - TOP SOIL FOR CATCH BASIN & DRAINAGE LINE INSTALL	1	260574	24381	1005.043.4303.000000.57500.00000 Road Repair - H.W.	\$203.00
BRANDY ST (BARGER) - TOP SOIL FOR CATCH BASIN & DRAINAGE LINE INSTALL	1	260574	24386	1005.043.4303.000000.57500.00000 Road Repair - H.W.	\$232.00
BRANDY ST (BARGER) - TOP SOIL FOR CATCH BASIN & DRAINAGE LINE INSTALL	1	260574	24392	1005.043.4303.000000.57500.00000 Road Repair - H.W.	\$203.00
BRANDY ST (BARGER) - TOP SOIL FOR CATCH BASIN & DRAINAGE LINE INSTALL	1	260574	24394	1005.043.4303.000000.57500.00000 Road Repair - H.W.	\$232.00
BRANDY ST (BARGER) - TOP SOIL FOR CATCH BASIN & DRAINAGE LINE INSTALL	1	260574	24398	1005.043.4303.000000.57500.00000 Road Repair - H.W.	\$203.00
BRANDY ST (BARGER) - TOP SOIL FOR CATCH BASIN & DRAINAGE LINE INSTALL	1	260574	24401	1005.043.4303.000000.57500.00000 Road Repair - H.W.	\$232.00
BRANDY ST (BARGER) - TOP SOIL FOR CATCH BASIN & DRAINAGE LINE INSTALL	1	260574	24416	1005.043.4303.000000.57500.00000 Road Repair - H.W.	\$232.00
BRANDY ST (BARGER) - TOP SOIL FOR CATCH BASIN & DRAINAGE LINE INSTALL	1	260574	9/22/2025	Road Repair - H.W.	

Check #: 0

PO/InvoiceTotal: \$4,478.47
Vendor Total: \$4,478.47

EQUIPMENT SPECIALISTS

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Report: rptAPVoucherDetail

2025.1.22

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Town of Bolton

Voucher Detail Listing

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Vendor Remit Name
Description

Voucher Batch Number: 1115

10/23/2025

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:					
SIDE DUMP HINGES - TRUCK #4	1	260581	60983 9/16/2025	1005.043.4303.000000.56100.00000 Repair & Maintenance Supplies - H.W.	\$1,747.01
				Check #: 0	
				PO/InvoiceTotal:	\$1,747.01
				Vendor Total:	\$1,747.01
Eversource.					
Check Group:					
Electricity - TRAFFIC LIGHTS #2018	1	0	#2018 9/2-10/1/25 10/1/2025	1005.043.4399.000000.56220.00000 Electricity - Town Building Oper.	\$43.13
Electricity - STREET LIGHTS #2048	1	0	#2048 9/2-10/1/25 10/1/2025	1005.043.4399.000000.56220.00000 Electricity - Town Building Oper.	\$1,474.19
				Check #: 0	
				PO/InvoiceTotal:	\$1,517.32
				Vendor Total:	\$1,517.32
FIRST-ADVANTAGE OCCUPATIONAL HEALTH SV					
Check Group:					
EMPLOYEE ALCOHOL/DRUG TESTING	1	0	2500472509 9/30/2025	1005.041.4107.000000.53300.00000 Professional/Tech Services - Admin.	\$173.78
				Check #: 0	
				PO/InvoiceTotal:	\$173.78
				Vendor Total:	\$173.78
FRONTIER.					
Check Group:					
BHF TELEPHONE #1499	1	0	#0022 10/1-10/31/25 10/1/2025	1005.043.4399.000000.55300.00000 Communications - Town Building Oper.	\$69.46
BML TELEPHONE #7349	1	0	#0022 10/1-10/31/25 10/1/2025	1005.043.4399.000000.55300.00000 Communications - Town Building Oper.	\$226.06

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10/23/2025

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
B&G TELEPHONE #8152	1	0	#0022 10/1-10/31/25 10/1/2025	1005.043.4399.000000.55300.00000 Communications - Town Building Oper.	\$115.54
FD TELEPHONE #3910	1	0	#0022 10/1-10/31/25 10/1/2025	1005.043.4399.000000.55300.00000 Communications - Town Building Oper.	\$244.60
HWY TELEPHONE #4302	1	0	#0022 10/1-10/31/25 10/1/2025	1005.043.4399.000000.55300.00000 Communications - Town Building Oper.	\$155.03
INP TELEPHONE #6643	1	0	#0022 10/1-10/31/25 10/1/2025	1005.043.4399.000000.55300.00000 Communications - Town Building Oper.	\$166.26
TH TELEPHONE #8066	1	0	#0022 10/1-10/31/25 10/1/2025	1005.043.4399.000000.55300.00000 Communications - Town Building Oper.	\$546.41
LATE FEE	1	0	#0022 10/1-10/31/25 10/1/2025	1005.043.4399.000000.55300.00000 Communications - Town Building Oper.	\$37.34
RST TELEPHONE #0933	1	0	#0933 9/27-10/26/25 9/27/2025	1005.043.4399.000000.55300.00000 Communications - Town Building Oper.	\$80.37
2nd RST TELEPHONE #6060	1	0	#6060 10/1-10/31/25 10/1/2025	1005.043.4399.000000.55300.00000 Communications - Town Building Oper.	\$84.51
HP TELEPHONE #6926	1	0	#6926 10/7-11/6/25 10/7/2025	1005.043.4399.000000.55300.00000 Communications - Town Building Oper.	\$322.30
Check #: 0					
PO/InvoiceTotal:					\$2,047.88
Vendor Total:					\$2,047.88
Check #: 0					
GOEHRING ELECTRIC LLC					
Check Group:					
LIGHT BASES FOR TOWN HALL	1	260167	TWN HALL LOT 9/29/25 9/29/2025	1005.043.4399.000000.56100.00000 Supplies - Town Building Oper.	\$3,480.00
Check #: 0					

Town of Bolton

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Description

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10/23/2025

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Grainger					
B3131					
Check Group:					
4 PLATE CASTERS SWIVEL	1	260445	9617127577 8/22/2025	1005.043.4303.000000.56100.00000 Repair & Maintenance Supplies - H.W.	\$118.84
35-FT HOSE REEL	1	260445	9617127577 8/22/2025	1005.043.4303.000000.56100.00000 Repair & Maintenance Supplies - H.W.	\$914.40
Check #: 0					
PO/InvoiceTotal:					\$3,480.00
Vendor Total:					\$3,480.00
HALLORAN & SAGE LLP					
Check Group:					
Legal Services - GENERAL LEGAL	1	0	11479078 10/6/2025	1005.041.4107.000000.53020.00000 Legal Services - Admin.	\$3,471.63
Legal Services - PERSONNEL MATTERS	1	0	11479079 10/6/2025	1005.041.4107.000000.53020.00000 Legal Services - Admin.	\$60.00
Legal Services - STV CONSTRUCTION INC CONTRACT	1	0	11479080 10/6/2025	1005.041.4107.000000.53020.00000 Legal Services - Admin.	\$960.00
Check #: 0					
PO/InvoiceTotal:					\$4,491.63
Vendor Total:					\$4,491.63
Hartford Courant					
Check Group:					
INLAND WETLANDS LEGAL NOTICE 9/2/25	1	0	124784595000 9/30/2025	1005.041.4163.000000.55400.00000 Advertising - Inland/Wetland	\$38.49
INLAND WETLANDS LEGAL NOTICE 9/30/25	1	0	124784595000 9/30/2025	1005.041.4163.000000.55400.00000 Advertising - Inland/Wetland	\$37.41
Check #: 0					
PO/InvoiceTotal:					\$75.90

Town of Bolton

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Vendor Remit Name
Description

Voucher Batch Number: 1115

10/23/2025

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
HEDGES AND HEDGES LTD					
Check Group:					
FREJA PARK BROCHURES	1	0	35989 9/15/2025	1005.045.4599.000000.56100.000000 General Supplies	\$97.85
Check #: 0					
Vendor Total:					\$75.90
Highland Park Market					
Check Group:					
CREAM	1	0	02-1442261 8/25/2025	1005.044.4427.000000.56010.000000 Supplies - Sen. Serv.	\$3.89
CREAM	1	0	02-1487395 9/23/2025	1005.044.4427.000000.56010.000000 Supplies - Sen. Serv.	\$7.78
CREAM	1	0	03-1085110 9/3/2025	1005.044.4427.000000.56010.000000 Supplies - Sen. Serv.	\$3.89
CREAM	1	0	04-1211873 9/10/2025	1005.044.4427.000000.56010.000000 Supplies - Sen. Serv.	\$3.89
Check #: 0					
Vendor Total:					\$97.85
HOME DEPOT CREDIT SERVICES .					
Check Group:					
SNOW FENCE STAKES	1	0	1520327 9/17/2025	1005.043.4399.000000.56100.000000 Supplies - Town Building Oper.	\$124.20
WIRE MOLD FOR TOWN HALL	1	0	3531126 9/25/2025	1005.043.4399.000000.56100.000000 Supplies - Town Building Oper.	\$149.55
CAT6 CABLE, OUTLET BOXES & FURNITURE GROMMETS FOR TOWN HALL	1	0	6542681 9/22/2025	1005.043.4399.000000.56100.000000 Supplies - Town Building Oper.	\$151.96
Check #: 0					
Vendor Total:					\$19.45

Town of Bolton

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10/23/2025

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
HOOPLA					
Check Group:					
SEPT 2025 PATRON DOWNLOADS	1	260586	507822663 9/30/2025	2822.000.0000.000000.20799.000000 Public Incentive Grant - Library	\$1,261.68
Check #: 0					
PO/Invoice Total:					\$425.71
Vendor Total:					\$425.71
JAMES RUPERT					
Check Group:					
PETTY CASH REIMBURSEMENT - 9/24/25 & 9/26/25 USPS PRIORITY MAIL COSTS	1	0	SEPT 2025 PETTY CASH 10/1/2025	1005.041.4107.000000.56120.000000 Office Oper. Supplies - Admin.	\$59.70
Check #: 0					
PO/Invoice Total:					\$1,261.68
Vendor Total:					\$1,261.68
KATHRYN CANNON					
Check Group:					
CLERK - CONSERVATION COMMISSION MEETING 10/6/25	1	0	10/6/25 CLERK 10/10/2025	1005.045.4599.000000.53100.000000 Official/Admin Services	\$100.00
CLERK - BOARD OF SELECTMEN MEETING 10/7/25	1	0	10/7/25 CLERK 10/10/2025	1005.041.4107.000000.53100.000000 Official/Administrative Services - Admin.	\$100.00
CLERK - PLANNING & ZONING MEETING 10/8/25	1	0	10/8/25 CLERK 10/10/2025	1005.041.4153.000000.53100.000000 Official/Admin Services - Planning & Zoning	\$100.00
Check #: 0					
PO/Invoice Total:					\$300.00
Vendor Total:					\$300.00
LOWES BUSINESS ACCOUNT					
Check Group:					
			T1158		

Town of Bolton

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Voucher Batch Number: 1115

10/23/2025

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
MATERIALS TO RE-ROOF THE GARAGE AT INP					
1	260309	76709	8/25/2025	1005.043.4399.000000.56100.00000 Supplies - Town Building Oper.	\$787.37
				Check #: 0	
				PO/Invoice Total:	\$787.37
SPLIT RAILS					
1	260446	95799	9/11/2025	1005.043.4399.000000.56100.00000 Supplies - Town Building Oper.	\$277.44
				Check #: 0	
				PO/Invoice Total:	\$277.44
				Vendor Total:	\$1,064.81
MAINE OXY					
Check Group:					
1-YR LEASE RENEWAL FOR COMMERCIAL TANK					
1	260647	5000337544	9/30/2025	1005.043.4303.000000.54300.00000 Repairs & Maintenance Services - H.W.	\$204.75
				Check #: 0	
				PO/Invoice Total:	\$204.75
				Vendor Total:	\$204.75
Marcus Communications Lic					
Check Group:					
MONTHLY RADIO RENTAL - OCT 2025					
1	0	100532	10/1/2025	1005.043.4399.000000.55300.00000 Communications - Town Building Oper.	\$15.00
				Check #: 0	
				PO/Invoice Total:	\$15.00
				Vendor Total:	\$15.00
MIDWEST TAPE					
Check Group:					
4 DVDs					
1	260317	507796163	9/26/2025	1005.045.4501.000000.56400.00000 Library Materials - Libr.	\$107.21
4 DVDs					
1	260317	507846388	10/6/2025	1005.045.4501.000000.56400.00000 Library Materials - Libr.	\$107.21

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Voucher Batch Number: 1115

10/23/2025

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
NAPA AUTO PARTS					
Check Group:					
BATTERY FOR JOHN DEERE 1445	1	0	416981 10/1/2025	1005.043.4399.000000.56100.000000 Supplies - Town Building Oper.	\$128.64
				Check #: 0	
				PO/Invoice Total:	\$214.42
				Vendor Total:	\$214.42
NATIONAL FIRE PREVENTION ASSOCIATION					
Check Group:					
FIRE PREVENTION WEEK SUPPLIES	1	260508	638469 9/25/2025	1005.042.4219.000000.56010.000000 Supplies - Fire Marshal	\$435.70
				Check #: 0	
				PO/Invoice Total:	\$435.70
				Vendor Total:	\$435.70
NORTH CENTRAL CONSERVATION DISTRICT					
Check Group:					
MONTHLY WETLANDS AGENT SERVICES - OCT 2025	1	260043	2698 10/1/2025	1005.041.4151.000000.53300.000000 Professional/ Tech Serv - Build. & Land Use	\$1,360.00
				Check #: 0	
				PO/Invoice Total:	\$1,360.00
				Vendor Total:	\$1,360.00
NORTHEAST AQUATIC RESEARCH					
Check Group:					
8/16/25 & 9/17/25 LAB ANALYSES - LOWER BOLTON LAKE WATER SAMPLE NUTRIENT ANALYSES	1	0	25-165 10/1/2025	1005.041.4107.000000.53300.000000 Professional/Tech Services - Admin.	\$390.00
				Check #: 0	

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Voucher Batch Number: 1115

10/23/2025

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Novus Insight, Inc					
Check Group:					
TECH SERVICES MONTHLY BILLING: OCT 2025	1	0	24376 10/1/2025	1005.041.4107.000000.53520.00000 Other Tech. Services - Admin.	\$5,578.57
					Check #: 0
					PO/Invoice Total: \$5,578.57
					Vendor Total: \$5,578.57
OLD STURBRIDGE VILLAGE					
Check Group:					
LIBRARY PASS MEMBERSHIP RENEWAL 2025-2026	1	260578	RENEWAL 2025-2026 9/25/2025	2822.000.0000.000000.20785.00000 Library - Connecticut Exchange Account	\$400.00
					Check #: 0
					PO/Invoice Total: \$400.00
					Vendor Total: \$400.00
ORKIN					
Check Group:					
TOWN HALL TERMITE CONTROL NOV 2025-JAN 2026	1	0	1908253-1125 10/1/2025	1005.043.4399.000000.54300.00000 Repair & Maint. Services - Town Build. Oper.	\$113.42
					Check #: 0
					PO/Invoice Total: \$113.42
					Vendor Total: \$113.42
PATRICE L CARSON					
Check Group:					
TOWN PLANNER CONTRACTED SERVICES 9/29-10/12/25	1	260137	PERIOD 9/29-10/12/25 10/12/2025	1005.041.4151.000000.53300.00000 Professional/ Tech Serv - Build. & Land Use	\$4,012.50
					Check #: 0

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Voucher Batch Number: 1115

10/23/2025

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
POLYWOOD.					
Check Group:					
4 ADIRONDOCK CHAIRS	1	260582	PW1375483 10/1/2025	2822.000.0000.000000.20799.000000 Public Incentive Grant - Library	\$836.00
COFFEE TABLE	1	260582	PW1375483 10/1/2025	2822.000.0000.000000.20799.000000 Public Incentive Grant - Library	\$379.00
				Check #: 0	
				PO/Invoice Total:	\$4,012.50
				Vendor Total:	\$4,012.50
POSITIVE PROMOTIONS					
Check Group:					
FIRE HATS, BADGE STICKERS & BOOKS	1	260506	7635206 10/3/2025	1005.042.4219.000000.56010.000000 Supplies - Fire Marshal	\$1,055.69
				Check #: 0	
				PO/Invoice Total:	\$1,215.00
				Vendor Total:	\$1,215.00
SITEONE LANDSCAPE SUPPLY					
Check Group:					
HAY FOR BRANDY ST DRAINAGE PROJECT	1	0	159093927-001 10/1/2025	1005.043.4399.000000.56100.000000 Supplies - Town Building Oper.	\$98.67
				Check #: 0	
				PO/Invoice Total:	\$1,055.69
				Vendor Total:	\$1,055.69
ST OF CT - DAS OFFICE OF ED & DATA MGMT					
Check Group:					
LANDUSE STATE EDUCATION FEES 7/1-9/30/25	1	0	ED FEES 7/1-9/30/25 10/16/2025	1005.000.0000.000000.20794.000000 Landuse Activity Account	\$565.23
				Check #: 0	
				PO/Invoice Total:	\$98.67
				Vendor Total:	\$98.67

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Voucher Batch Number: 1115

10/23/2025

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0					
STATE OF CT - DEPT OF PUBLIC HEALTH					
Check Group:					
MARRIAGE SURCHARGE JULY-SEPT 2025	1	0	JULY-SEPT 2025	1005.000.0000.000000.20791.000000	\$1,054.00
				Town Clerk Exchange Account	
				Check #: 0	
PO/Invoice Total: \$565.23					
Vendor Total: \$565.23					
TARGET ENTERPRISES INC					
Check Group:					
BUTYL SEALANT FOR BARGER PROPERTY	1	0	25240699	1005.043.4303.000000.56100.000000	\$23.32
				Repair & Maintenance Supplies - H.W.	
				Check #: 0	
PO/Invoice Total: \$1,054.00					
Vendor Total: \$1,054.00					
TIGHE & BOND INC					
Check Group:					
NRMC DEMOLITION - ABATEMENT MONITORING THROUGH 8/31/25	1	0	TB-1025971	2960.049.4901.000000.25726.000000	\$1,232.50
				Other Liabilities - Demolition NRMC	
				Check #: 0	
PO/Invoice Total: \$23.32					
Vendor Total: \$23.32					
TOWN OF MANSFIELD					
Check Group:					
QUARTERLY HEALTH DISTRICT ASSESSMENT 10/1-12/31/25	1	0	2025-18-0000262	1005.044.4401.000000.55010.000000	\$7,432.28
				Other Contracts - Pub. Hlth	
				Check #: 0	
PO/Invoice Total: \$1,232.50					
Vendor Total: \$1,232.50					

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Voucher Batch Number: 1115

10/23/2025

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
TOWN OF WINDHAM FINANCE DEPT.					
Check Group:					
TOWN'S SHARE OF MID-NEROC EXPENSES 7/1-9/30/25	1	0	MIDNEROC JUL-SEPT25 10/7/2025	1005.084.8405.000000.55010.000000 Shared Services - Ref. Serv.	\$413.65
Check #: 0					
PO/Invoice Total:					\$7,432.28
Vendor Total:					\$7,432.28
TRANSFER ENTERPRISES INC					
Check Group:					
OFFICE FURNITURE - ADMIN & TAX	1	0	TEII20178 9/22/2025	1005.000.0000.000000.39007.000000 Reserve for Encumbrances	\$3,398.05
OFFICE FURNITURE - ADMIN & TAX	1	0	TEII20181 9/22/2025	1005.000.0000.000000.39007.000000 Reserve for Encumbrances	\$6,649.35
Check #: 0					
PO/Invoice Total:					\$10,047.40
Vendor Total:					\$10,047.40
TREASURER - STATE OF CONN					
Check Group:					
COMMUNITY INVESTMENT	1	0	SEPT 2025 10/2/2025	1005.000.0000.000000.20792.000000 Housing/Open Space/Rec Fee Exchange Account	\$2,025.00
NOMINEE AS GRANTOR/GRANTEE	1	0	SEPT 2025 10/2/2025	1005.000.0000.000000.20792.000000 Housing/Open Space/Rec Fee Exchange Account	\$990.00
NOMINEE AS GRANTOR (ASSIGNOR OR RELEASOR)	1	0	SEPT 2025 10/2/2025	1005.000.0000.000000.20792.000000 Housing/Open Space/Rec Fee Exchange Account	\$1,143.00
Check #: 0					
PO/Invoice Total:					\$4,158.00
Vendor Total:					\$4,158.00

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Voucher Batch Number: 1115

10/23/2025

TREASURER, STATE OF CONNECTICUT.

Check Group:

MONTHLY HISTORIC DOC PRESERVATION - SEPT
2025

1005.000.0000.000000.20790.000000

Hist Doc Preservation Exchange Account

SEPT 2025

10/2/2025

1 0

Vendor #

QTY

PO No.

Invoice
Invoice Date

Account

Amount

Check #: 0

PO/Invoice Total: \$360.00

Vendor Total: \$360.00

TRI-COUNTY CONTRACTORS

T1902

Check Group:

HUSQVARNA 540XP 16" ELECTRIC REAR HANDLE
CHAINSAW W/BATTERY & CHARGER

1005.043.4303.000000.57300.000000

Equipment - H.W.

48251

9/4/2025

1 260576

PO/Invoice Total: \$1,514.20

Vendor Total: \$1,514.20

UNITED AG & TURF

T3419

Check Group:

FILTERS FOR 4120 TRACTOR

1005.043.4399.000000.56100.000000

Supplies - Town Building Oper.

11173411

6/19/2025

1 0

\$142.88

PIN & SPACER FOR 4120 TRACTOR

1005.043.4399.000000.56100.000000

Supplies - Town Building Oper.

11310758

9/16/2025

1 0

\$185.85

Check #: 0

PO/Invoice Total: \$328.73

Vendor Total: \$328.73

USA HAULING & RECYCLING

Check Group:

BULKY WASTE RECYCLING - SEPT 2025

1005.084.8405.000000.54101.000000

Refuse Removal. - Ref. Serv.

603254196

9/30/2025

1 0

\$1,126.16

YARDWASTE RECYCLING - SEPT 2025

1005.084.8405.000000.54101.000000

Refuse Removal. - Ref. Serv.

603254197

9/30/2025

1 0

\$511.88

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Voucher Batch Number: 1115

10/23/2025

Vendor # QTY PO No. Invoice Invoice Date Account Amount

Check #: 0

PO/InvoiceTotal: \$1,638.04
Vendor Total: \$1,638.04

VALSOFT.

T1079

Check Group:

E-VERIFY 8/28-9/25/25

1 0

INV-478057
9/30/2025

1005.041.4147.000000.53520.00000
Other Contracts - Town Clerk

\$33.28

MICROFILM CREATION

1 0

INV-478119
9/30/2025

1005.041.4147.000000.53520.00000
Other Contracts - Town Clerk

\$22.95

Check #: 0

PO/InvoiceTotal: \$56.23

Check Group:

MONTHLY HOSTED SOLUTION - OCT 2025

1 260132

INV-488641
10/8/2025

1005.041.4147.000000.53520.00000
Other Contracts - Town Clerk

\$682.00

Check #: 0

PO/InvoiceTotal: \$682.00

VESTIS

Check Group:

TOWN SHIRTS/SWEATSHIRTS

1 0

27503451
9/26/2025

1005.041.4107.000000.56300.00000
Other Supplies - Admin.

\$71.96

TOWN SHIRTS/SWEATSHIRTS

1 0

27505889
9/27/2025

1005.041.4107.000000.56300.00000
Other Supplies - Admin.

\$16.98

Check #: 0

PO/InvoiceTotal: \$88.94

Village Spring Distributor Lic

T1169

Check Group:

Vendor Total: \$88.94

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Voucher Batch Number: 1115

10/23/2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
WATER		1	0	175120 - FIRE DEPT 7/16/2025	1005.042.4203.000000.56300.00000 Other Supplies - Fire Comm.	\$4.00
WATER		1	0	176531 - TOWN HALL 10/7/2025	1005.043.4399.000000.56100.00000 Supplies - Town Building Oper.	\$59.60
WATER		1	0	176532 - LIBRARY 10/7/2025	1005.045.4501.000000.56120.00000 Office Oper. Supplies - Libr.	\$24.85
WATER		1	0	176533 - BLDG&GROUND 10/7/2025	1005.043.4399.000000.56100.00000 Supplies - Town Building Oper.	\$17.90
WATER		1	0	176536 - FINANCE CTR 10/7/2025	1005.043.4399.000000.56100.00000 Supplies - Town Building Oper.	\$17.90
WATER		1	0	176537 - SENIOR CTR 10/7/2025	1005.044.4427.000000.56010.00000 Supplies - Sen. Serv.	\$31.80
Check #: 0						
W.B. Mason, Co., Inc.						PO/InvoiceTotal: \$156.05
Check Group:						Vendor Total: \$156.05
B3049						
SCOTCH TAPE		1	0	257080999 9/24/2025	1005.045.4501.000000.56120.00000 Office Oper. Supplies - Libr.	\$13.49
PAPER & METAL ART STAND		1	0	257114004 9/25/2025	1005.045.4501.000000.56120.00000 Office Oper. Supplies - Libr.	\$100.67
PAPER		1	0	257136358 9/26/2025	1005.045.4501.000000.56120.00000 Office Oper. Supplies - Libr.	\$32.38
Check #: 0						
W.H. PREUSS & SONS, INC.						PO/InvoiceTotal: \$146.54
Check Group:						Vendor Total: \$146.54
T24631						

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Voucher Batch Number: 1115

10/23/2025

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
OIL & PINS FOR BAGGER ON SCAG MOWER	1	0	200505 10/8/2025	1005.043.4399.000000.56100.000000 Supplies - Town Building Oper.	\$44.96
WASHERS FOR BAGGER ON SCAG MOWER	1	0	200511 10/8/2025	1005.043.4399.000000.56100.000000 Supplies - Town Building Oper.	\$5.42
Check #: 0					
PO/Invoice Total: \$50.38					
Vendor Total: \$50.38					
WE CARE DENALI LLC					
Check Group:					
Refuse Removal. - BRUSH	1	0	INVELTN103225 9/30/2025	1005.084.8405.000000.54101.000000 Refuse Removal. - Ref. Serv.	\$180.00
Check #: 0					
PO/Invoice Total: \$180.00					
Vendor Total: \$180.00					
Grand Total: \$176,778.05					

End of Report

BUDGET TRANSFER REQUEST
TO
BOARD OF SELECTMEN

BUDGET: Tax Collector

Transfer \$ 270 from category Advertising to category Other Payroll

(within budget) from # 1005-041-4135-000000-55400-00000

to # 1005-041-4135-000000-51620-00000

Transfer \$ 230 from Budget Office Operating to Budget Other Payroll

(within budget) from category Office Operating to category Other Payroll

from # 1005-041-4135-000000-56120-00000

to # 1005-041-4135-000000-51620-00000

Other \$ _____

Explanation: To cover Josh until Nov. 5th

Approved
[Signature] Signature

Title
10/17/25 Date

Board of Selectmen Approved Comments:

	Yes	No
Rodney Fournier	___	___
Robert Morra	___	___
Pam Sawyer	___	___
Gwen Marrion	___	___
Amanda Gordon	___	___
Tim Sadler	___	___
Mather Clarke	___	___

Date _____

**TOWN OF BOLTON
BOARD OF SELECTMEN MEETING
TUESDAY, SEPTEMBER 2, 2025, 6:30 P.M.
TOWN HALL & ZOOM
MINUTES**

Board of Selectmen Present In-Person: First Selectman Rodney Fournier, Deputy First Selectman Robert Morra, Pamela Sawyer, Gwen Marrion, Tim Sadler, Mather Clarke

Board of Selectman Present via Zoom: Amanda Gordon

Staff Present In-Person: Republican Registrar of Voters Ross Lally, Democratic Registrar of Voters Sandra Pierog

Staff Present Via Zoom: Town Administrator James Rupert, Recording Secretary Kacie Cannon

1. Call to Order: R. Fournier called the meeting to order at 6:30 p.m.

2. Pledge of Allegiance

R. Fournier led the Pledge of Allegiance.

3. Public Comment

Ronald Carbone, 15 Birch Mountain Road Extension, requested that the incomplete grass-cutting at Hop River Trail and overgrowth on the Greenway Trail be addressed by the Town. He also requested that visible signage be placed prior to the entrance to Bolton Notch Park near the intersecting area of Route 44 and Route 6 to warn drivers of the sharp turn ahead. Mr. Carbone was informed by CTDOT that the Town's Local Traffic Administrator (LTA) must review the signage issue first.

Registrar of Voters Ross Lally and Sandra Pierog requested that the referendum voting hours be permanently changed from 12:00 p.m. to 8:00 p.m. to reduce costs. They also suggested using St. Maurice Church as the initial voting location and then moving to the high school in June to ensure adequate air-conditioning.

S. Pierog raised concerns about the lack of communication from staff regarding Windows 11 updates that were performed by NOVUS. She explained that the update created unexpected disruptions and issues with the department's computers. S. Pierog added that the laptop used for early voting was not updated, and noted that early voting will be delayed this year if the update is not completed by September 9th.

Yolanda Faulkner, 12 Notch Road Extension, requested that speed cameras be installed at the intersection of Route 6, Route 44, and I-384 due to speeding and traffic hazards. CTDOT advised her that the application for speed cameras must be submitted by Town Administrator James Rupert.

Ron Beaudoin, 2 Cook Drive, appeared with Yolanda Faulkner and provided handouts to the Board on numerous concerns he provided to the CTDOT regarding the intersection of Route 6, Route 44, and I-384.

Mr. Beaudoin and Ms. Faulkner were advised that major improvements to the intersection are in progress and will begin when funding is available; however, the project could take up to seven years to complete.

4. Appointments/Resignations:

a. Theodore Lloyd – Board of Ethics

P. Sawyer noted that the Board of Ethics is comprised of two Democrat, two Republican, and two Unaffiliated seats. She pointed out that only a Republican seat is available, and since Mr. Lloyd is listed as Unaffiliated, he cannot be appointed at this time. P. Sawyer suggested the Board contact Mr. Lloyd to let him know his application will be kept on file for consideration of other open positions.

b. Kim Welch – Lake Commissioner – Resignation

P. Sawyer MOVED to ACCEPT the resignation of Kim Welch from the Friends of Bolton Lake (FBL) Commission with regrets and gratitude for her many years of service. R. Morra SECONDED and commended her stewardship. MOTION CARRIED 6:0:1 (A. Gordon Absent from 6:44 p.m. to 7:04 p.m.).

5. Correspondence:

a. Pullman & Comley – Solar Project (Lake Street, Manchester)

R. Fournier shared correspondence regarding a proposed 6.3-acre solar project at 83 and 91 Lake Street in Manchester and noted that the developer will be filing a petition for declaratory ruling with the Connecticut Line Siting Council.

b. CIRMA Letter

R. Fournier reported that CIRMA, the insurance agent for all of the towns, is refunding \$12,680.00 to Bolton. J. Rupert explained that since there were fewer insurance claims over the past year, CIRMA is providing a 1% refund of each town's annual premiums.

6. New Business:

a. Inland Wetlands Fee Discussion – Consider and Act on New Fee Schedule

Wetlands Agent Alyssa Barroso and Inlands Wetlands Commission Chairman Ross Lally provided the Board with an updated fee schedule and noted that there have been no updates to the fees and regulations for ten years. A. Barroso noted an approximately 30% increase to the fees based on a 3% inflation rate. She added that a new line for Minimal Impact Permit fees has been added for minor repair projects. The fees for that category are lower due to the minimal impact of the projects and the additional state fee applicants must pay. A. Barroso added that Permits for Modifications are required for significant changes to existing projects.

G. Marrion asked why some of the base fees were reduced by \$5.00. A. Barroso stated that the purpose is likely to make them whole numbers ending in zero (i.e., \$95.00 to \$90.00). She noted that legal consultant fees are being increased from \$200.00 to \$250.00 per hour to align with other towns.

R. Morra requested that a subcommittee review the proposed fees prior to the Board taking action. R. Lally noted that the fees will be listed in the appendix to the regulations and will require a hearing for approval. He encouraged the Board to thoroughly review the fees before making a decision. A. Barroso noted that a Motion will need to be made approving both the new line item and the updated fees when the Board takes action.

The Board came to a consensus to submit the fee schedule to the Finance Committee for review.

b. Land Use Activity Report – P. Carson

G. Marrion shared her appreciation for the report from Community Development Patrice Carson, but noted that it does not provide specifics on the time she spends on projects. She noted that the purpose of the purpose of requesting the report was to determine if P. Carson has time to devote to additional projects. A. Gordon also requested that metrics be provided on the Town's website to provide public transparency.

R. Morra explained that it can be difficult to provide metrics due to nuances in working with developers and fluctuating market conditions. He added that P. Carson has been working hard to update the Planning and Zoning Regulations to simplify development, encourage growth, and expand affordable housing options. As a result of those efforts, he expects to see significant development within the next three to six months. A. Gordon suggested that this information be made public in the form of project summaries and accomplishments to date on the website. G. Marrion also requested that P. Carson provide quarterly reports to the Board.

c. Consider and Act on Applying for Amplify Grant

P. Sawyer MOVED to authorize Ashley Perreira to apply for the Amplify Grant in the amount of \$5,000.00. T. Sadler SECONDED. MOTION CARRIED 7:0:0.

Discussion: J. Rupert stated that the Town has to apply for the grant rather than Ashley Perreira.

P. Sawyer MOVED to RESCIND the previous motion. T. Sadler SECONDED. MOTION CARRIED 7:0:0.

P. Sawyer MOVED to apply for the \$5,000.00 Amplify Grant. T. Sadler SECONDED. MOTION CARRIED 7:0:0.

P. Sawyer requested that the grant application for the 2025 Bolton Greater Together Community Fund through the Hartford Foundation for Public Giving be added to the next Agenda for further review.

d. Consider and Act on \$250,000 Parks and Rec Grant

R. Fournier asked J. Rupert for further information on the grant. J. Rupert replied that Senator Rahman put in the grant request for the Town, there are not many requirements since it is a legislative grant, and no match is required.

T. Sadler MOVED TO authorize J. Rupert to submit an application for the \$250,000.00 Parks and Recreation Grant. R. Morra SECONDED.

Discussion: A. Gordon explained that Sen. Rahman requested a total of \$500,000.00 in grant funds to be split evenly between Bolton and Andover. She asked J. Rupert if the Board has to specify how the grant funds will be spent. P. Sawyer also asked who is behind the request for the funding. J. Rupert replied that he is not aware of anyone behind the request and noted that he received notification of the non-specific grant from the Department of Administrative Services. He added that there is a lot of flexibility in how the funds can be spent.

P. Sawyer raised concerns about the unsolicited grant funds and expressed her discomfort with accepting the funds without more information. R. Morra suggested approving the application with specifics on what the funding will be used for. P. Sawyer acknowledged the option, but reiterated that the funding was not requested by the Town. She asked T. Sadler to withdraw his Motion and bring it back to the next meeting with options as to what specific projects the money could be used for.

J. Rupert suggested putting a committee together to discuss the grant in a public setting to ensure the Town is serving the needs of the public. G. Marrion stated that she would like to authorize J. Rupert to apply for the money as long as the funds are unrestricted. She also agreed with J. Rupert's suggestion of forming a committee to determine best uses.

A. Gordon noted that Sen. Rahman was approached by a group working to make the playground handicap-accessible and noted that could be the reason for the funds and the lack of restrictions. She added that he did leave the uses for the funds open; however, which provides the Town with flexibility in spending the funds.

T. Sadler RESCINDED the Motion.

R. Morra requested that the Parks and Recreation Department and Buildings and Grounds Supervisor John Butrymovich be consulted on the best use of the funds. R. Fournier will meet with J. Rupert and J. Butrymovich and will also get more information from Sen. Rahman. T. Sadler asked if there were any time limits on the grant. J. Rupert replied that there is no time limit.

R. Fournier suggested tabling the item until he has more information on the purpose of the grant.

- e. Consider and Act on Forming Ad Hoc Advisory Committee for the Parks and Rec Grant
The Board of Selectman agreed to table the item.

7. Ongoing Business:

- a. Consider and Possibly Act on Vernon/Quarry Road

R. Fournier reported that Town Engineer Joe Dillon is recommending the intersection be realigned with a three-way stop and possible speed humps. R. Fournier asked J. Rupert if the Board is approving the work or just the engineering design costs. J. Rupert explained approval is needed to spend approximately \$7,000.00 for the engineering costs, as well as the completion of the work, which can be paid for with approved funding, Town Aid Road funds, or other available sources.

P. Sawyer suggested making a two-part motion as follows:

P. Sawyer MOVED to APPROVE the cost of engineering for the Vernon and Quarry Road project. R. Morra SECONDED.

Discussion: T. Sadler asked if there are any speed humps anywhere else in the Town. Sandra Pierog voiced her opposition to speed humps and noted that the Board can expect opposition from residents as well. She asked the Board to carefully consider the effect of speed humps on Vernon or Quarry Roads.

P. Sawyer MOVED to AMEND the Motion to approve the engineering cost for a three-way stop at the intersection of Vernon and Quarry Road. R. Morra SECONDED. MOTION CARRIED 6:1:0. (R. Fournier Opposed).

P. Sawyer MOVED to include speed humps in the engineering study. R. Fournier SECONDED. MOTION FAILED 1:6:0 (All Opposed, except R. Fournier).

- b. Review Engineering Schedule from J. Dillon

P. Sawyer expressed her appreciation to staff for obtaining the engineering schedule which includes status updates on the Lori Road Draining Repairs, Herrick Park, Community Septic, Heritage Farm Trail, Brandy Street Drainage, and Steele's Crossing Crosswalk.

8. Approval of Minutes:

- a. August 12, 2025 – A/P Meeting

P. Sawyer MOVED to APPROVE the August 12, 2025 A/P Meeting Minutes as presented. M. Clarke SECONDED. MOTION CARRIED 4:0:3 (A. Gordon, G. Marrion, and T. Sadler Abstained).

- b. August 19, 2025 – Special Meeting

A. Gordon MOVED to APPROVE the August 19, 2025 Special Meeting Minutes as presented. G. Marrion SECONDED. MOTION CARRIED 5:0:2 (R. Morra and P. Sawyer Abstained).

- c. August 26, 2025 – A/P Meeting

P. Sawyer MOVED to APPROVE the August 26, 2025 A/P Meeting Minutes as presented. T. Sadler SECONDED. MOTION CARRIED 6:0:1 (A. Gordon Abstained).

9. Reports and Updates

J. Rupert reported that approximately 94% of the tax bills have been collected. The remaining tax bills will be uploaded by the end of the week so residents can review the second installment amount for real estate and property taxes. Motor Vehicle Tax bills are expected to go out the following week and are due on October 1st.

G. Marrion asked about the unexpended amount of \$610,884.40 on the financial report that was provided to the Board. J. Rupert explained that the funds will be used to pay bills that have not come in yet from the prior year. Once those bills are paid, the report will reflect what is left over from last year's budget. The remaining funds will first go through an audit, and any remaining amount will stay in the General Fund. R. Morra added that the mill rate was determined from that amount and will show as an offset from this year's tax bill.

10. Town Administrators Report

J. Rupert provided a report highlighting ongoing projects.

G. Marrion asked what revisions were requested on the Heritage Farm Trail. J. Rupert stated there were no specifics, but there are concerns that the trail does not end at a particular destination. Options being discussed with CRCOG include ending the trail in a small parking area or crossing the trail over to Brandy Street. G. Marrion expressed concerns about the costs of expanding the trail to Brandy Street and the lack of plans for the extension. J. Rupert noted that there is an eventual plan to extend the trail on Brandy Street, but not a current plan. He explained that CTDOT is requesting revisions to the plan the Board approved. Once the revisions have been made, construction costs have been determined, and CTDOT has approved of the changes, the Board will have the opportunity to review and vote on the plan again.

T. Sadler asked what is needed to pursue the Brandy Street extension. J. Rupert replied that it is on hold due to money constraints and public opposition that needs to be worked through. T. Sadler asked if there is a consensus on whether the public wants the extension. J. Rupert stated there is a mix of opinions, but the most significant challenges are funding and the improvements that would be needed to continue the trail to the high school. T. Sadler suggested opening the discussion back up to address any obstacles to the expansion. R. Morra proposed widening the road, addressing the drainage issues, and providing plenty of walking space.

P. Sawyer asked about the work being done at the Bolton Center Cemetery. J. Rupert replied that the fence line is being cleared of ivy and overgrowth, dead trees are being removed, and families of the deceased who are missing grave markers are assisting in identifying where their loved ones are buried.

11. Adjournment

R. Morra MOVED to Adjourn the Meeting at 8:23 p.m. P. Sawyer SECONDED. MOTION CARRIED 7:0:0.

Respectfully submitted by Kacie Cannon

Kacie Cannon

Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto.

**TOWN OF BOLTON
BOARD OF SELECTMEN MEETING
TUESDAY, OCTOBER 7, 2025, 6:30 P.M.
TOWN HALL & ZOOM
MINUTES**

Board of Selectmen Present In-Person: First Selectman Rodney Fournier, Deputy First Selectman Robert Morra, Pamela Sawyer, Amanda Gordon, Gwen Marrion, Tim Sadler

Board of Selectman Present via Zoom: Mather Clarke

Staff Present In-Person: Town Administrator James Rupert

Staff Present Via Zoom: Recording Secretary Kacie Cannon

Others Present In-Person: Planning and Zoning Commission Chairman Tom Manning, David Cowles

Others Present Via Zoom: James Loersch

1. Call to Order: R. Fournier called the meeting to order at 6:30 p.m.

2. Pledge of Allegiance

R. Fournier led the Pledge of Allegiance.

3. Public Comment (On matters not on this Agenda):

a. There were no comments from the public.

b. G. Marrion MOVED to ADD a discussion regarding the letter of resignation submitted by Board Clerk Kacie Cannon and issues with timely payments to the Agenda as Item No. 3(b). A. Gordon SECONDED. MOTION CARRIED 5:1:1 (R. Morra voted No, M. Clarke Absent).

Discussion: The Board discussed the invoice process and the need to ensure timely payments and agreed to refer the matter to the personnel sub-committee for review.

P. Sawyer MOVED to send the matter to the personnel sub-committee for review and resolution by the next Regular Board of Selectmen Meeting. A. Gordon SECONDED. MOTION CARRIED 6:0:1 (M. Clarke Absent).

4. 250th Committee Discussion:

R. Fournier noted that John Toomey and Arlene Fiano were not present to discuss the item.

P. Sawyer MOVED to hold Item No. 4 for discussion later in the Agenda in the event that one of the presenters appears. R. Morra SECONDED. MOTION CARRIED 6:0:1 (M. Clarke Absent).

5. Correspondence:

a. Board of Education Quote Waiver: Curriculum Associates

J. Rupert noted that the Board was provided with a letter regarding the waiver for information only.

6. New Business:

a. Consider and Act on Forming Ad Hoc Advisory Committee for the Parks and Rec Grant

P. Sawyer MOVED to APPROVE the creation of an Ad Hoc Advisory Committee for the Parks and Recreation Grant to convene immediately and include two members of the Board of Selectman and the Parks and Recreation Director. T. Sadler SECONDED.

P. Sawyer MOVED to AMEND the MOTION to include the Townwide Facilities Director as a member to comprise a total of four members on the committee. T. Sadler SECONDED.

Discussion: G. Marrion asked whether community members will be involved in discussions on the use of the grant as discussed at the previous meeting. P. Sawyer suggested keeping the committee small so that action can be taken quickly. R. Fournier stated that a call has been put out to the public for suggestions, and J. Rupert confirmed that the public has been submitting responses. A. Gordon requested the meeting date be provided to her upon scheduling so that she can inform the public via social media.

MOTION CARRIED 6:0:1 (M. Clarke Absent).

Tim Sadler and Gwen Marrion agreed to serve on the Ad Hoc Advisory Committee with the Parks and Recreation Director and the Townwide Facilities Director.

b. Consider and Possibly Act on Non-Union Pay Raises

P. Sawyer MOVED to ACCEPT the Non-Union Pay Raises as presented. T. Sadler SECONDED.

Discussion: R. Morra asked if the increases are retroactive and whether they include state-mandated minimum wage increases. J. Rupert confirmed that they are retroactive to July 1, 2025 and noted that the minimum wage has been increased from \$16.35 to \$16.94 per hour (rounded to \$17.00/hr.)

A. Gordon stated that she does not recall budgeting increases for the Selectmen. G. Marrion echoed the concerns. R. Fournier confirmed that the increases were discussed and budgeted. G. Marrion also noted that she does not recall a discussion on an increase for the Tax Assessor. J. Rupert confirmed that a discussion was not held and noted the increase is part of an agreement on the shared position with the Town of Willington.

G. Marrion asked about the increase for the Administrative Assistant to the Town Administrator. J. Rupert explained that the increase is outlined in her Letter of Employment, which states that she receives increases in conjunction with any union increases. A. Gordon asked for further explanation on what happens if the Board votes against the increase and requested a copy of the guidelines. G. Marrion asked why the Board has not received reports on performance reviews. R. Morra stated that the reports are available for review and suggested that Board members review them on an individual basis rather than discuss them in an open forum.

G. Marrion stated that she is not comfortable voting on a raise for herself. A. Gordon reiterated that she does not recall a discussion about Selectman raises.

MOTION CARRIED 5:1:1 (G. Marrion Abstained, M. Clarke Absent).

c. Consider and Act on A/P

R. Fournier noted that the A/P report was not provided in the packet and suggested that the Board members access it on their phones.

P. Sawyer MOVED to APPROVE the 2025-2026 A/P Report in the amount of \$745,654.66. T. Sadler SECONDED.
MOTION CARRIED 6:0:1 (M. Clarke Absent).

d. Consider and Act on Budget Transfers

P. Sawyer highlighted budget request transfers that were received from the Library for overage charges and from the Inlands Wetland Commission and Conservation Commission for board clerk payments and noted that approval of the transfers is not required by the Board. A. Gordon expressed concern about the library incurring overage charges so early in the fiscal year and suggested taking a closer look at their copier budget next year.

7. Ongoing Business:

a. Follow-up Discussion About Speed Cameras on 384

J. Rupert noted that the State is unable to install speed cameras at this time.

8. Approval of Minutes:

a. September 2, 2025 – Regular Meeting

P. Sawyer MOVED to APPROVE the September 2, 2025 Regular Meeting Minutes as presented. T. Sadler SECONDED.

Discussion: G. Marrion stated that a page is missing from the minutes and suggested tabling the item for the next meeting.

P. Sawyer WITHDREW the MOTION to approve the minutes and MOVED to table the item until the next meeting when a complete set of minutes is provided. T. Sadler SECONDED. MOTION CARRIED 6:0:1 (M. Clarke Absent).

b. September 9, 2025 – A/P Meeting

P. Sawyer MOVED to APPROVE the September 9, 2025 Meeting Minutes as presented. T. Sadler SECONDED.

Discussion: G. Marrion stated that David Cowles pointed out that R. Fournier was marked absent but voted on several items and that the minutes need to be corrected.

*(*Board Clerk Note: It was later confirmed that R. Fournier was absent from the meeting and was marked as "absent" during all of the votes in the minutes. The Call to Order should be corrected to replace R. Fournier with R. Morra who presided over the meeting.)*

MOTION CARRIED 4:2:1 (R. Morra and P. Sawyer Abstained, M. Clarke Absent).

c. September 23, 2025 – A/P Meeting

P. Sawyer MOVED to APPROVE the September 23, 2025 Meeting Minutes as presented. R. Morra SECONDED. MOTION CARRIED 5:1:1 (T. Sadler Abstained, M. Clarke Absent).

9. Reports and Updates

There were no reports or updates.

10. Town Administrators Report

J. Rupert provided a report outlining the status of numerous projects. G. Marrion asked about the timeline for completing the facility study and the impact it will have on the Town Hall conceptual design process. J. Rupert stated that the STV contract should be finalized this week, and the work is expected to begin soon.

G. Marrion stated that she was unaware that the Cider Mill property was being considered for residential use and suggested the property be used for commercial purposes since it is designated as a business zone. J. Rupert stated that there are no viable opportunities for business development and noted the demand for residential development. He added that there is no city water available at the site but suggested a business component could potentially be added to the residential development at a later time.

R. Morra advocated for designating the property as residential to provide more housing. A. Gordon agreed and requested that a percentage of the development be designated as affordable housing.

P. Sawyer noted that Eric Anderson, Town Administrator of Andover, has accepted a position as the Town Manager of Dalton, Massachusetts.

T. Sadler asked if a wetlands permit is required to begin work on the Herrick Park soccer fields and whether any other pre-requisites are required for the bid process. J. Rupert explained that the purpose of the permit is to present the plans to the Inland Wetlands Commission to ensure there are no issues with the project prior to sending it out to bid. He added that he is planning to have them review the community septic system plans at the same time.

P. Sawyer asked if the Lori Road Basin project is completed. J. Rupert stated that the basin is completed but there are some minor corrections being made to other aspects of the project.

a. Land Use Activity Report

A. Gordon asked if P. Carson provided a stance at the meeting she attended regarding Legislative Bill 5002. J. Rupert replied that neither he or P. Carson provide a formal stance unless specifically directed to do so by the Board. A. Gordon noted that the bill was vetoed by the Governor and suggested that the Board add the item to the Agenda when the bill comes back up in the future.

P. Sawyer MOVED to go into Executive Session at 7:31 p.m. to discuss Union Contracts and Continuity Planning for Finance Director and invited J. Rupert into the Session. A. Gordon SECONDED. MOTION CARRIED 6:0:1 (M. Clarke Absent).

The Board exited Executive Session and reconvened the meeting at 8:11 p.m.

P. Sawyer MOVED to APPROVE the Local 1303-126 of Connecticut Council #4 between the Town of Bolton and the AFL-CIO known as the Bolton Highway Contract pending approval by the union membership. T. Sadler SECONDED. MOTION CARRIED 6:0:1 (M. Clarke Absent).

P. Sawyer MOVED to APPROVE the local 1303-331 of Connecticut Council #4 Between the Town of Bolton and the AFL-CIO known as the Bolton Non-Supervisors contract pending approval by the union membership. A. Gordon SECONDED. MOTION CARRIED 6:0:1 (M. Clarke Absent).

11. Adjournment

R. Morra MOVED to ADJOURN the meeting at 8:15 p.m. A. Gordon SECONDED. MOTION CARRIED 6:0:1 (M. Clarke Absent).

Respectfully submitted by Kacie Cannon

Kacie Cannon

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